

**HISTORIC PRESERVATION COMMISSION
CERTIFICATE OF APPROPRIATENESS**

APPLICATION INSTRUCTIONS

Application Requirements: Each application for a Certificate of Appropriateness (COA) shall be filed with the Augusta Historic Preservation Commission (HPC) and shall include the items listed below. **No application will be reviewed or placed on the HPC meeting agenda unless all application requirements are met.**

1. A completed COA application form
2. All required supporting documentation (see checklist with the application)
3. Application Fee (make check payable to the Augusta-Richmond County Planning Commission)

TYPE OF PROJECT	APPLICATION FEE
Staff Level Review	No Fee
Rehabilitation, Additions, and New Construction	\$ 25.00
Relocation and Demolition	\$ 35.00

Application Deadline: At least 17 days before the monthly HPC meeting. The deadline usually falls on the first or second Monday of each month.

HPC Meeting Date: Fourth Thursday of each month, except that in November & December the meeting date is the third Thursday of the month. Meeting is at 5:30 P.M. in Room 802 of the Augusta-Richmond County Municipal Building, 530 Greene Street.

Public Notification: At least fifteen (15) days before the HPC meeting a sign is posted on the property notifying the public of the type of project and the date, time and location of the HPC meeting.

Appeals: Appeals of HPC decisions can be made to the Augusta Commission. Appeals must be filed with the Clerk of Commission (Phone 821-1820) within 15 days after the decision by the Historic Preservation Commission.

Staff Level Reviews: HPC staff can review certain types of minor projects. Application form must be completed and include enough information (written description, photographs, drawing, etc.) to describe the project and show its effect on the property.